

ADMINISTRATIVE REF ONLY
REGISTRY
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8 DEC 80

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MEMORANDUM FOR: Chief, Regulations Control Branch

25X1A

FROM : 
Acting Deputy Director of Security (P&M)

SUBJECT : Employee Bulletin - Badge Exchange Program

It is requested that the attached Employee Bulletin
be published.

25X1A ^{ADDED}


Att

Distribution:

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① - OS Reg
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OS/PPG/ laj 8 Dec 76

OS 6 5171

EMPLOYEE BULLETIN

EB No.

Date

BADGE EXCHANGE PROGRAM

1. The Office of Security badge exchange teams have now completed their exchange program outside the Badge Office. During this effort, teams from the Badge Office visited the larger components of the Agency and exchanged badges on site. Approximately 80% of all badges have been exchanged in this manner.

2. Those who have not yet received their new badges or who need to be rephotographed for the new badge will have to report to the Badge Office, Room 1E-0004, Headquarters, as follows:

a. Agency employees who work in outlying buildings should report between the hours of 9:00 a.m. and 4:00 p.m., Monday through Friday.

b. Employees who work in the Headquarters Building should report to the Badge Office by Directorate on the days indicated below, and between the hours of 9:00 to 12:00 a.m., and 1:00 to 4:00 p.m.

Directorate of Intelligence	Monday
Directorate of Science & Technology	Wednesday
Directorate of Operations	Thursday
Directorate of Administration	Friday
Other Staffs and Offices	Tuesday

DISTRIBUTION: ALL EMPLOYEES

OS REGISTRY


FILE

Employee Bulletin
X O & M

29 SEP 1976

MEMORANDUM FOR: Chief, Regulations Control Branch

25X1A

FROM : 
Acting Deputy Director of Security (P&M)

SUBJECT : Employee Bulletin - Fire Prevention Week

It is requested that the attached Employee Bulletin be published. If at all possible, this Bulletin should be printed and distributed no later than 30 September 1976.

SIGNED

for



25X1A

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Distribution:

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OS/PPG/  28 September 1976

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